

# ***Planning and Development – overview, Goals, and Objectives***

## **Overview**

The Planning and Development Department works to implement Town goals for environmental stewardship, growth, development and quality of life in Nags Head. The Department is responsible for zoning and subdivision administration, code compliance, building inspections, floodplain management, erosion and sedimentation control, storm damage assessment, GIS, Planning Board and Board of Adjustment staffing, and long range planning activities. The Department provides administrative support and coordinated planning with the Nags Head Septic Health Initiative.

The Department provides inspection services to enforce regulations relating to construction, renovation, or alteration of structures; the installation of plumbing, electrical, heating and air conditioning systems; and the maintenance of buildings and other structures to ensure safe, sanitary, and healthy conditions in accordance with North Carolina General Statutes.

The Department is also authorized by the State to provide local permitting services on behalf of the Coastal Area Management Agency (CAMA) for minor permits in areas of environmental concern (AEC). The Department must regularly update a local land use plan that complies with CAMA requirements.

The Planning and Development Department strives to provide high quality service for the citizens and visitors of Nags Head and the other Departments within the Town in support of Board goals - including fair application of ordinances, thorough research and preparation in planning tasks, and involving the public in local decision-making.

## **Goals**

- Provide timely and friendly customer service and communications with the public and with other Town departments. (BOC Goals 2 and 6)
- Promote environmental stewardship through implementation of zoning, building and CAMA regulations and the septic health program, while seeking opportunities to integrate and promote green building and technologies (see also Septic Health). (BOC Goals 1, 3, and 5)
- Promote maintenance and development of livable, well-maintained neighborhoods through planning activities that increase traffic safety, improve bicycle, pedestrian and wheelchair access, improve recreational opportunities, and meet infrastructure needs. (BOC Goals 1, 3, 4, 5 and 6)
- Involve the public in a way that balances residential, tourism and business interests, is fiscally responsible, and results in fair regulations and plans that are supportive of community needs and the Land Use Plan. (BOC Goals 1, 2, 4, 5 and 6)

# ***Planning and Development – Overview, Goals, and Objectives***

## **Objectives and Related Performance Indicators**

- **Objective** – Provide professional, fair and timely administration of planning, zoning and building applications while keeping overhead costs down.
  1. Cross train staff and create pool of professional, temporary workers to handle periods of increased work load.
  2. Provide code compliance inspections on a regular basis and during weekends.
  3. Move applications through the review and approval process in accordance with submittal deadlines and technical requirements, while maintaining documented communications with applicants.
  
- **Objective** - Update and improve the Town Code of Ordinances to eliminate contradictions, support Town Goals, and be more user-friendly.

**Performance Indicators –**

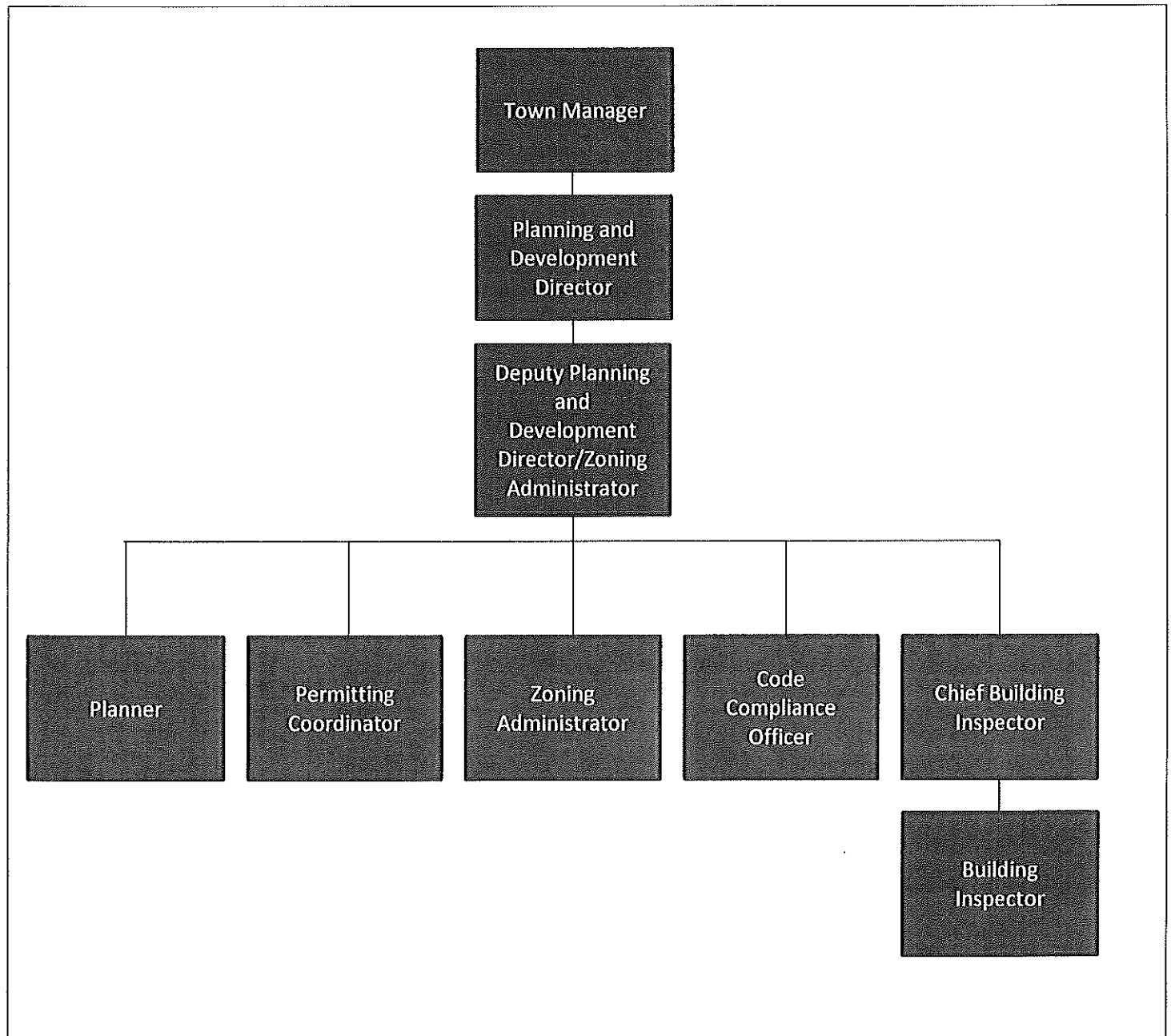
  1. Finish updates to the Stormwater Ordinance and clarify the usage of fill within the Town.
  2. Consolidate and clarify Definitions for consistency with CAMA and current legal guidance.
  3. Update parking ordinance to promote infill, shared parking, and bicycle and pedestrian infrastructure.
  4. Eliminate contradictions and generally, “clean up” zoning and subdivision sections (may take multiple years).
  
- **Objective** - Pursue grant and planning opportunities at the direction of the town manager and in cooperation with other Town Department to leverage federal, state and other resources in support of Town goals and infrastructure needs.

**Performance Indicators –**

  1. Completion of a Comprehensive Pedestrian Master Plan
  2. Completion of MUP to Hollowell Street.
  3. Completion of Whalebone Park Playground and Recreational Elements.
  4. Beach and Sound access repair and improvements.
  5. Completion of Easement acquisition and master plan for a Sound side Boardwalk.
  6. Continue activities in support of Safe Routes to School
  7. Facilitate neighborhood-based planning and activities in support of the Gallery Row Arts District.

# ***Planning and Development***

## ***Recommended Organization and Staffing***



# Planning and Development – Budget Highlights

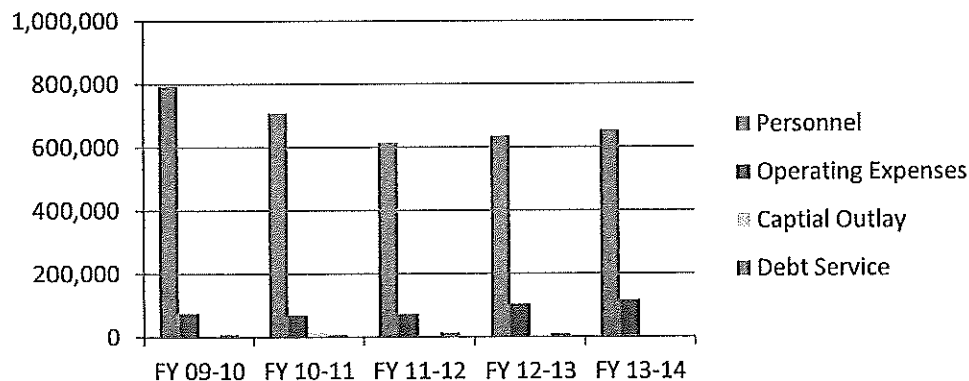
## Highlights

- Professional fees include the costs for attorney and surveying services as directed by the Board of Commissioners.
- Funds in the amount of \$3,000 are included to share a part time employee (10-12 hours/week) with the Town Manager's Office to assist with various duties.
- Funding in the amount of \$15,000 is included for fees associated with obtaining easements to install a boardwalk along the Roanoke Sound in the Whalebone Junction area.
- Funding is included to reclassify a zoning administrator position to Deputy Planning and Development Director/Zoning Administrator.

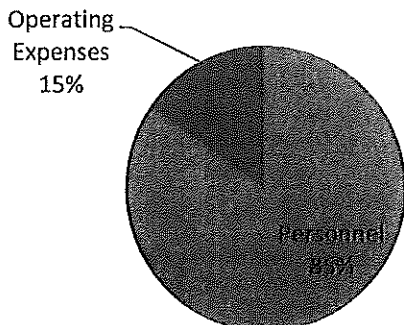
## Expenditures by Function

	FY 2012-2013 <u>Adopted</u>	FY 2013-2014 <u>Recommended</u>	Percent <u>Change</u>
Personnel Services	\$ 636,887	\$ 654,371	2.75%
Operating Expenses	\$ 104,483	\$ 117,005	11.98%
Debt Service	\$ 9,417	\$ -	-100.00%
Total	\$ 750,787	\$ 771,376	2.74%

## Adopted Expenditure History



## Recommended Fiscal Year 2013-2014 Expenditures by Function



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TOWN OF NAGS HEAD  
Budget/Revenue Preparation Worksheet

Description Budget Account Number		2011 Approp Actual	2012 Approp Actual	2013 Approp Actual	***** Requested	***** Year 2014 Admin. Recmnd	***** Budgeted	***** %PY
CLASS: 4-10-490-1-0000-00		PLANNING & DEVELOPMENT						
PLANNING & DEVELOPMENT 4-10-490-1-0000-00	C							
SALARIES/WAGES - REGULAR 4-10-490-1-5102-00	S	0.00 0.00	475,068.00 477,915.64	485,116.00 383,347.68	484,031.00	484,031.00	_____	0.00
SALARIES - LONGEVITY PAY 4-10-490-1-5102-01	S	0.00 0.00	11,525.00 11,521.51	12,705.00 7,820.22	13,485.00	13,485.00	_____	0.00
SALARIES/WAGES - PARTTIME 4-10-490-1-5103-00	S	0.00 0.00	5,000.00 2,537.50	7,000.00 5,851.25	_____	5,000.00	_____	0.00
OVERTIME PAY 4-10-490-1-5104-00	S	0.00 0.00	250.00 243.34	0.00 15.70	_____	_____	_____	0.00
HOLIDAY PAY 4-10-490-1-5105-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
FICA TAX 4-10-490-1-5206-00	S	0.00 0.00	38,629.00 36,457.23	38,619.00 29,298.47	38,060.00	38,443.00	_____	0.00
GROUP HEALTH INSURANCE 4-10-490-1-5207-00	S	0.00 0.00	61,755.00 61,333.33	66,070.00 51,905.54	74,133.00	73,263.00	_____	0.00
RETIREEES GROUP HEALTH INSUR 4-10-490-1-5207-01	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
EMPLOYEE DENTAL 4-10-490-1-5207-10	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
EMPLOYEE LIFE 4-10-490-1-5207-20	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
RETIREMENT 4-10-490-1-5208-00	S	0.00 0.00	33,867.00 33,973.20	33,688.00 26,415.11	35,174.00	35,174.00	_____	0.00
401 K 4-10-490-1-5210-00	S	0.00 0.00	4,870.00 4,881.52	5,000.00 3,919.28	4,975.00	4,975.00	_____	0.00

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CLASS: 4-10-490-1-0000-00		PLANNING & DEVELOPMENT						
PLANNING BOARD FEES								
4-10-490-1-5314-00	S	0.00 0.00	7,400.00 6,410.00	7,280.00 5,660.00	7,240.00	7,240.00	_____	0.00
BOARD OF ADJUSTMENT FEES								
4-10-490-1-5315-00	S	0.00 0.00	2,880.00 1,260.00	2,580.00 2,820.00	6,220.00	6,220.00	_____	0.00
TRAINING								
4-10-490-1-5320-00	S	0.00 1,243.00	2,164.00 2,043.42	3,350.00 1,170.00	3,200.00	2,700.00	_____	0.00
BUILDING/EQUIPMENT RENTAL								
4-10-490-1-5321-00	S	0.00 0.00	2,500.00 1,306.50	2,500.00 1,258.72	2,275.00	2,275.00	_____	0.00
TELEPHONE								
4-10-490-1-5322-00	S	0.00 0.00	5,800.00 4,732.91	5,220.00 3,761.05	5,040.00	5,040.00	_____	0.00
TELEPHONE- CELL PHONE STIPEND								
4-10-490-1-5322-01	S	0.00 0.00	0.00 0.00	0.00 412.50	1,320.00	1,320.00	_____	0.00
UTILITIES								
4-10-490-1-5323-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00
TRAVEL								
4-10-490-1-5324-00	S	0.00 0.00	2,000.00 1,024.86	3,100.00 555.19	3,000.00	3,000.00	_____	0.00
POSTAGE								
4-10-490-1-5325-00	S	0.00 0.00	3,000.00 3,040.74	3,200.00 514.34	2,200.00	2,200.00	_____	0.00
ADVERTISING								
4-10-490-1-5326-00	S	0.00 0.00	2,100.00 1,968.82	4,500.00 2,035.28	2,000.00	2,000.00	_____	0.00
PRINTING								
4-10-490-1-5327-00	S	0.00 0.00	750.00 0.00	180.00 0.00	1,000.00	1,000.00	_____	0.00
FUEL COSTS								
4-10-490-1-5431-00	S	0.00 0.00	3,700.00 3,935.60	4,200.00 2,908.34	4,000.00	4,000.00	_____	0.00
STREET SUPPLIES								
4-10-490-1-5432-00	S	0.00 0.00	0.00 0.00	0.00 0.00	_____	_____	_____	0.00

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Description		2011	2012	2013	***** Requested	***** Year 2014 *****	***** Budgeted	***** %PY
Budget Account Number		Approp Actual	Approp Actual	Approp Actual		Admin. Recmnd		
CLASS: 4-10-490-1-0000-00		PLANNING & DEVELOPMENT						
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DEPARTMENT SUPPLIES								
4-10-490-1-5433-00	S	0.00	9,930.00	10,120.00	4,760.00	4,760.00	_____	0.00
		173.00	7,279.18	7,439.32				
OTHER SUPPLIES								
4-10-490-1-5434-00	S	0.00	2,836.00	3,250.00	2,000.00	2,000.00	_____	0.00
		0.00	2,197.14	1,002.50				
OTHER SUPPLIES - COMPUTER								
4-10-490-1-5434-05	S	0.00	0.00	2,639.00	2,700.00	_____	_____	0.00
		0.00	0.00	2,638.65				
MAINT/REPAIR BUILDINGS								
4-10-490-1-5435-00	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
MAINT/REPAIR EQUIPMENT								
4-10-490-1-5436-00	S	0.00	5,000.00	2,600.00	500.00	500.00	_____	0.00
		0.00	1,400.00	1,400.00				
MAINT/REPAIR COMPUTER EQUIP.								
4-10-490-1-5436-01	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				
VEHICLE MAINTENANCE								
4-10-490-1-5437-00	S	0.00	2,000.00	2,400.00	1,800.00	2,400.00	_____	0.00
		0.00	1,856.35	2,200.40				
VEHICLE REPAIRS								
4-10-490-1-5437-01	S	0.00	0.00	0.00	600.00	_____	_____	0.00
		0.00	0.00	0.00				
UNIFORMS								
4-10-490-1-5439-00	S	0.00	0.00	750.00	500.00	500.00	_____	0.00
		0.00	0.00	626.80				
PROFESSIONAL FEES								
4-10-490-1-5440-00	S	0.00	6,367.00	46,000.00	42,000.00	37,000.00	_____	0.00
		0.00	4,116.10	19,230.00				
CONTRACTED SERVICES								
4-10-490-1-5445-00	S	0.00	10,000.00	0.00	24,000.00	29,850.00	_____	0.00
		0.00	7,700.00	0.00				
CONTRACTED SERVICES - GIS								
4-10-490-1-5445-06	S	0.00	0.00	0.00	5,850.00	_____	_____	0.00
		0.00	0.00	0.00				
DRAINAGE								
4-10-490-1-5446-00	S	0.00	0.00	0.00	_____	_____	_____	0.00
		0.00	0.00	0.00				

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Description		2011	2012	2013	*****	Year 2014	*****	
Budget Account Number		Approp	Approp	Approp	Requested	Admin. Recmnd	Budgeted	%PY
		Actual	Actual	Actual				
CLASS: 4-10-490-1-0000-00		PLANNING & DEVELOPMENT						
<hr/>								
PURCHASES FOR RESALE								
4-10-490-1-5448-00	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	0.00	0.00				
DUES AND SUBSCRIPTIONS								
4-10-490-1-5553-00	S	0.00	3,089.00	2,853.00	3,000.00	3,000.00	<hr/>	0.00
		0.00	2,647.61	2,049.85				
INSURANCE								
4-10-490-1-5554-00	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	0.00	0.00				
GRANT - PIER PARKING IMPROVEMENTS								
4-10-490-1-5661-00	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	0.00	0.00				
COST REIMBURSEMENT								
4-10-490-1-5699-00	S	0.00	76,954.00-	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	76,954.00-	0.00				
CAPITAL OUTLAY LAND								
4-10-490-1-5771-00	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	0.00	0.00				
CAPITAL OUTLAY BUILDINGS								
4-10-490-1-5772-00	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	0.00	0.00				
CAPITAL OUTLAY OTHER								
4-10-490-1-5773-00	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	0.00	0.00				
CAPITAL OUTLAY EQUIPMENT								
4-10-490-1-5774-00	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		27,800.00	461.53	0.00				
CAPITAL OUTLAY BUDGETARY								
4-10-490-1-5774-33	S	0.00	0.00	0.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	0.00	0.00				
L/P PRINCIPAL								
4-10-490-1-5781-00	S	0.00	9,153.00	9,266.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	9,117.71	0.00				
L/P INTEREST								
4-10-490-1-5782-00	S	0.00	374.00	151.00	<hr/>	<hr/>	<hr/>	0.00
		0.00	298.73	0.00				
Control Total		0.00	635,053.00	764,337.00	775,063.00	771,376.00	0.00	0.00
		29,216.00	614,706.47	566,256.19				